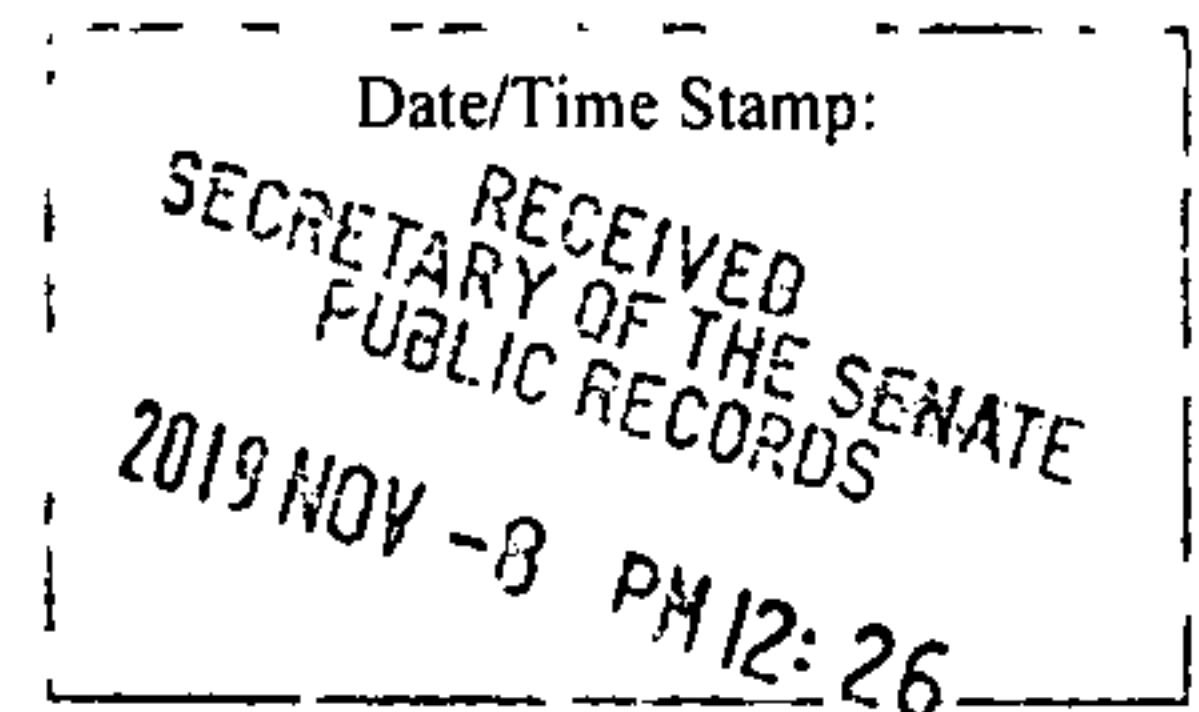


Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**



In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation, Word Food Program USA

Travel date(s): October 5-12, 2019

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$8,273.03	\$672	\$240	\$155 (Niger visa)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NONE	NONE	NONE	NONE
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached detailed agenda

11/5/2019

11/5/2019
(Date)

Elizabeth Lewis

(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6 Nov 2019
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Elizabeth Lewis

Name of Traveler: _____

Senate Foreign Relations Committee

Employing Office/Committee: _____

United Nations Foundation and World Food Program USA

Private Sponsor(s) (list all): _____

October 5, 2019 - October 12, 2019

Travel date(s): _____

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Niamey Niger; Maradi, Niger

Destination(s): _____

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a policy analyst responsible for Africa for the Senate Foreign Relations Committee, participation in this trip will help me better understand humanitarian needs in Niger, specifically related to food and water insecurity, emergency relief and promoting resiliency. Issues of humanitarian assistance and the provision of such assistance by UN agencies make up a significant portion of my portfolio on the Committee. The trip will allow me the opportunity to see first-hand the humanitarian situation outside the capital and access to the perspectives of key stakeholders in the UN/WFP; USG and Nigerien government to inform my work.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

Sept. 11, 2019
(Date)


(Signature of Employee)

LN

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

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I, Senator Risch hereby authorize Elizabeth Lewis
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/11/2019
(Date)


(Signature of Supervising Senator/Officer)



Ms. Elizabeth Lewis
Senate Foreign Relations Committee
423 Dirksen Senate Office Building
Washington, DC 20510

Peter Yeo
Senior Vice President
United Nations Foundation

17-60600-00000

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the October 5-12, 2019 trip
to Niger is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

Place of Travel _____

Signature of Travel Sponsor: Philip C. Kandy

Name and Title: **Phil Karsting, Interim President and CEO**

Name of Organization: World Food Program USA

Address: 1725 I Street NW, Suite 510, Washington, DC 20006

Telephone Number: 202-627-3737

Fax Number: _____

E-mail Address: pkarsting@wfpusa.org

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UN Foundation Humanitarian Learning Trip to Niger

Answers to PSTCF Questions 2, 5, 13, 15, and 18

2. Description of the trip:

Populations in Niger—a landlocked, low-income country in West Africa—are vulnerable to chronic food insecurity and malnutrition, regional conflict, resultant displacement, and recurrent shocks like disease outbreaks and floods. Approximately 2.3 million people across the country require emergency assistance to meet their basic needs and millions more experience transitory shortages during the lean season. That means that nearly 20 percent of Niger's population is unable to its regular food needs—a troubling statistic that rises to nearly 30 percent during periods of poor rainfall.

The causes are diverse, including inadequate agricultural production, security constraints, and high demographic growth. Beyond that, epidemics and conflict in three neighboring countries are aggravating the situation. In the Lake Chad Basin, prolonged conflict perpetuated by Boko Haram and the Islamic State of Iraq and Syria-West Africa has internally displaced more than 100,000 people in Niger and prompted nearly 120,000 Nigerian refugees to flee into Niger's Diffa Region as of May 2019. More than 30,000 Nigerian refugees were also sheltering in Niger's Maradi Region as of July 2019, having fled a recent surge in violence in northwestern Nigeria. These development have deepened local food insecurity and endangered host communities, refugees, and humanitarian workers.

The World Food Programme and USAID are working in Niger to alleviate these hunger and malnutrition conditions and carry out critical resilience-building activities by supporting smallholder farmers, investing in crisis preparedness measures, building capacity within the Ministry of Education to deliver school meals, and addressing the ongoing refugee situation and its impact on food insecurity. This trip will be an opportunity to see these efforts in action and gain valuable, firsthand updates on the humanitarian and political situation in Niger. While in-country the delegation will conduct site visits and meet with the WFP leadership team, U.S. Embassy leadership team, USAID personnel, Nigerien authorities, humanitarian workers, and members of civil society, providing the delegation with a wide-range of experiences that demonstrate how WFP is working together with the U.S. to promote stability and long-term sustainable development in Niger and beyond.

5. Name and title of Senate invitees:

Charlotte Oldham-Moore, Senior Professional Staff Member
Senate Foreign Relations Committee

Elizbeth Lewis, Policy Analyst
Senate Foreign Relations Committee

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular emphasis on UN humanitarian operations. This learning trip provides an opportunity for congressional staff to observe the hunger and malnutrition alleviation work the World Food Programme is undertaking in Niger and explore its connection to long-term sustainable development throughout the Sahel.

WFP USA is a U.S.-based non-profit organization dedicated to building support within the U.S. for the United Nations World Food Programme (WFP). WFP USA works with U.S. policymakers, corporations, foundations, and individuals to help provide financial and in-kind resources and develop policies needed to alleviate global hunger, particularly in extremely food insecure countries such as Niger.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

WFP USA communicates the mission of the UN's World Food Programme to policymakers, corporations, foundations, and individuals in the United States, providing briefings and testimony, hosting public panels, issuing reports and newsletters, and conducting other related outreach activities.

18. Reason for selecting the location of the event or trip:

With a Human Development Index of 187 (out of 188 countries ranked) and regional conflicts in Nigeria and Mali placing new pressures on already critically limited food supplies, Niger is in serious need of strong, continued international humanitarian assistance.



World Food Program USA

UNF Learning Trip to Niger October 5 – 12, 2019

****All Times Local****
+5 hours from Washington, DC

Saturday, October 5 --- Travel

8:00pm Delegation arrives at Dulles International Airport (IAD), check-in for flight

11:00pm Delegation departs IAD via Turkish Airlines TK 8

Sunday, October 6 --- Travel/Arrival ---- Niamey

Attire: Casual.

4:15pm Delegation arrives Istanbul
1h40 layover

5:55pm Delegation departs IST via Turkish Airlines TK 541

10:05pm Delegation arrives Diori Hamani International Airport (NIM)
Met at airport by Elise and WFP vehicles; transfer to hotel, check-in

Overnight	Radisson Blu Hotel <i>Quartier Plateau, Boulevard de la République, Niamey, Niger</i> Tel: +227 80 05 11 11
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Monday, October 7 --- Niamey

Attire: Business.

8:00am – 8:30am **Breakfast at the hotel**

8:30am – 9:00am Transfer to WFP office

9:00am – 10:30am Presentation on World Food Programme's work in Niger. The WFP team will provide an overview of their work in Niger from providing emergency relief to supporting sustainable development.
World Food Programme Office in Niamey

10:30am – 11:00am Transfer to meetings

11:00am – 1:00pm Meeting with Prime Minister Mr. Brigi Rafini; High Commissioner of the 3N Initiative (HC3N), Mr. Ali Bety; Minister of Agriculture, Mr. Albadé Abouba; Minister of Environment, Mr. Almoustapha Garba; Minister of Education, Dr. Daouda Marthe; Minister of Health, Dr. Illiassou Mainassara. Minister of Community Development, Abdou Amani; Permanent Secretary of the National Programme for Prevention and Management of Food Crises, Liman Abari Chegou Sanoussi; Ministry of Humanitarian Action, Laouan Magagi. Two presentations on the agenda: HC3N on Pro-resilience Programme in Niger; STAFFDEL Communication on U.S. government support to Niger.

Family photo

Media interviews

Prime Minister Cabinet "Salle banquets de la primature" in Niamey

1:00pm – 1:30pm Transfer to lunch

1:30pm – 2:30pm Lunch at QG Restaurant
RNI Niamey, Niger

2:30pm – 3:00pm Transfer to Embassy

3:30pm – 4:30pm Meeting with Jay Zimmerman, Deputy Chief of Mission, and U.S. Country Team to learn about the bilateral relationship between the U.S. and Niger
U.S. Embassy, BP 11201, Niamey, Niger

4:30pm – 5:00pm Transfer to UN Offices

5:00pm – 6:00pm Meet with the UN Resident Coordinator, Mrs. Fatouma Bintou Djibo, and United Nations Country Team to discuss the UN Sustainable Development Cooperation Framework and coordination of humanitarian response to regional refugee crisis; agency representation to include UNICEF, IOM, ILO, WHO, UNWomen, UNHCR, UNDP.
United Nations Development Programme (UNDP) Office

6:00pm – 6:30pm Transfer to Radisson Blu

6:30pm – 8:00pm Meeting with African Development Foundation staff and grantees
Radisson Blu Meeting Room

8:00pm – 9:00pm Dinner at Radisson Blu

Overnight Radisson Blu Hotel

Tuesday, October 8 --- Maradi

Attire: Field Dress.

5:30am – 6:00am Breakfast; check-out of hotel

6:00am – 6:30am	Transfer to WFP Tarmac for UNHAS flight
7:30am – 9:00am	Travel to Maradi, Niger
9:00am – 9:30am	Transfer to Governor's Residence
9:30am – 10:15am	Courtesy visit with Maradi Governor, Zakari Oumarou, to discuss WFP and USG impact in the region of Maradi. <i>Governor's Residence</i>
10:15am – 11:15am	Travel to WFP site #1: Kouroungoussaou/TBC, situated in the department of Guidan Roudji, Municipality of Chadakori. <i>Lunch en route</i>
11:15am – 2:00pm	Visit Kouroungoussaou/TBC site. The field visit will focus on WFP's Food Assistance for Assets resilience interventions (including land rehabilitation activities) and nutrition interventions. These activities were jointly undertaken with other UN partners working in the area with WFP including FAO, IFAD and UNICEF.
2:00pm – 3:00pm	Travel to WFP site #2: Samaila, situated in the department of Guidan Roudji, Municipality of Chadakori
3:00pm – 5:00pm	Visit Samaila site to see a WFP water infrastructure project. The visit includes a restitution of Community Base Participatory Plan which took place around the weir.
5:00pm – 5:30pm	Travel back to Guest House Hotel in Maradi
5:30pm – 7:00pm	Executive time
7:00pm – 8:00pm	Seminar on History of USG Food Assistance: A Legacy of Leadership with Chase Sova, Senior Director of Public Policy and Research (WFP USA) <i>Guest House Hotel</i>
8:00pm – 9:30pm	Dinner at Guest House Hotel
Overnight	Guest House Hotel <i>Maradi, Niger</i>

Wednesday, October 9 --- Maradi

Attire: Field Dress.

7:00am – 8:00am	Breakfast
8:00am – 10:45am	Travel to WFP site #3: Mourné, situated in the department of Tessaoua, Municipality of Badouetta. WFP Country Director will provide a one hour briefing in the vehicle on WFP support to refugees.

4:00pm – 5:00pm	Meeting with Millennium Challenge Corporation (MCC) Resident Country Director, Mrs. Kristin Penn, and Niger Country team to discuss implementation of Niger Compact on water for agriculture and livestock. <i>Millennium Challenge Account (MCA) Boulevard Mali Bero, Niamey, Niger</i>
5:00pm – 5:30pm	Transfer to WFP
5:30pm – 6:15pm	Press conference: Participants: WFP Country Director Sory Ouane, Senior Director, WFP Washington Liaison Office Gresham Barrett.
6:30pm – 7:15pm	Mission debriefing with WFP team including WFP Country Director Mr. Sory Ouane; and Mr. Gresham Barrett, Senior Director WFP Washington Liaison Office. <i>WFP office meeting room</i>
7:30pm – 8:00pm	Transfer to dinner
8:00pm – 9:00pm	Dinner at Le Pilier <i>Rude de la Tapoa 51, Niamey, Niger</i>
9:00pm – 10:00pm	Return to hotel
11:30pm	<i>Micah Spangler, Reyn Archer, Liz Lewis depart hotel for airport</i>
Overnight	Radisson Blu Hotel Niamey

Friday, October 11 --- Depart

Attire: Casual.

2:50am	<i>Micah Spangler, Reyn Archer, Liz Lewis depart on Turkish TK543</i>
5:00am – 5:30am	Check-out of hotel and Transfer to Niamey Diori Hamani International Airport (NIM)
6:00am	Check-in for flight
8:50am	Depart Niamey via Royal Air Maroc AT 292
12:20pm	Arrive Casablanca Airport (CMN) <i>4h15 layover</i>
4:35pm	Depart CMN via Royal Air Maroc AT 218
7:59pm	Arrive Dulles International Airport (IAD).

United States Senate

SELECT COMMITTEE ON ETHICS

September 19, 2019

Elizabeth Lewis
Committee on Foreign Relations
United States Senate
Washington, DC 20510

Dear Ms. Lewis:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to Niamey and Maradi, Niger, on October 5–12, 2019, sponsored by the United Nations Foundation and World Food Program USA (collectively, the Sponsors). The Sponsors certified to the Select Committee on Ethics (the Committee) that they will pay the *necessary expenses*¹ related to the travel and that they are neither a lobbyist, lobbying firm, or agent of a foreign principal, and are not otherwise acting as a representative or agent of a foreign government. The Sponsors have also certified that they do not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, neither Sponsor is a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and are not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

¹ The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

A handwritten signature in black ink that reads "Deborah Sue Mayer". The signature is written in a cursive, flowing style.

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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